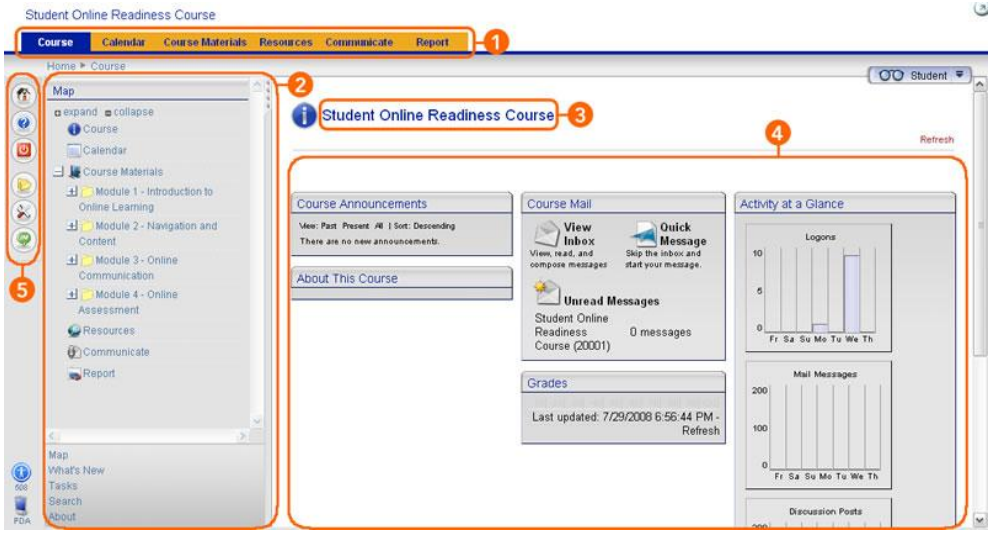
Login to SFCC Online

1. Log into https://mystar.sfccmo.edu
2. Select the Student Tab
3. Click the SFCC Online logo

Troubleshooting

- Login problems: **866-295-3070**
- Course not listed on Course Tab: Contact your instructor

When you log into an online course, the first screen you see is the *Course Tab*. This screen consists of several elements that will assist you in navigating the course.



1 Navigation Tabs: The *Navigation Tabs* list all the major tools you will use to communicate, access course materials, and view the course calendar.

2 Course Guide: The *Course Guide* provides all the same tool links the navigation tabs do, in addition to the ability to expand folders within course materials. Within the course guide you have several tools available to you:

- The *Maps* tool provides a course at-a-glance view and one-click access to all course content.
- The *What's New* link displays a list of new course mail messages, calendar items, content items, and other items for the course.
- The *Tasks* link displays Milestones, Personal Tasks, Unread Course Mail, and Unread Discussion Posts as task items you need to complete.
- The *Search* link lets you search calendar, content, course mail, or roster entries.

3 Course Title: The *Course Title* lists the title of the course in which you're enrolled. If taking multiple online courses, this is a good way for identifying the course which you're currently viewing.

4 Content Area: Depending on the tab you have selected, you will see different components in the content area. The course tab is the first tab you see when entering an online course. In this tab you will see several components in the content area. These include but are not limited to the following:

- **Course Announcements** - This is where you'll find important announcements or reminders from the instructor. Be sure to check this often.
- **About This Course** - A short description about the course.
- **Course Mail** - See if you have received any new messages from the instructor or your peers. Click the *View Inbox* link to access the Course Mail tool. Click the *Quick Message* link to take you directly to composing a new message.
- **Grades** - Provides a summary of your personal grades.
- **Activity at a Glance** - Provides a summary of course related activities including number of logins, discussion board postings, course mail messages, and assignment submissions.

Because different instructors choose to use different course components, the *Course Tab* content area might look a little different from course to course. The content area will display different information based on the navigation tab that is selected.

5 Power Strip: The *Power Strip* provides one click access to several components in Angel. The *Power Strip* is always visible and available from the Angel personal homepage (where you enter your courses) and any course or group you're currently viewing. The *Power Strip* contains six icons:

- **Home** - Access your Angel homepage where you can see all courses in which you're currently enrolled.
- **Help** - Provides a step-by-step user manual on the operation of Angel's many tools.
- **Log Off** - Logs you out of the Angel course management system.
- **Learning Object Repository** - Provides a limited personal file space to keep your documents.
- **Personal Preferences** - Provides access to personal user settings including personal information, theme selector, system settings, and PDA agent.
- **Angel IM** - This opens the Angel instant messenger application.

Access your course content

1. Course Tab **or** Course Guide.

Navigating Course Materials *Toolbar*

1. **My Notes** - Allows the student to create and view personal notes.
2. **Previous** - Navigate to the next page, discussion forum, or tool in the module.
3. **Next** - Navigate to the next page, discussion forum, or tool in the module.

Read a Course Mail Message

1. From the *Mail Folders* table, click the folder that contains the course mail that you would like to read. The messages for that folder display on the right hand side of your screen.
   To view messages that were just sent, click the *Sent* folder link. All sent messages will display on the right hand side of the screen.
2. Click the hyperlinked subject of the message that you would like to read. A window opens, displaying the message.
3. If the mail message includes a file attachment, you will see a paper clip icon. For security reasons, it is recommended to download the attachment to your own computer before you view it.

Download and View Course Mail Attachments

1. From the open message, click the *Attachments* link. The *File Download* window appears.
2. From the *File Download* window, click the *Save* button to save the file to your computer. The *Save As* window appears.
3. From the Save As window, select the location on your computer where you wish to save the file.
4. Click *Save* at the bottom right hand corner of the *Save As* window. The *Download Complete* window appears. From this window, you have the option to open the file, open the folder where you saved the file on your computer, or close the window.

Compose a Course Mail Message

1. While in Course Mail, click *Compose New Message*. The *Course Mail > Compose Message* window appears.
   Complete the *To* text box by clicking the *To:* button.
2. Click your computer's mouse once to select the recipient's name under the *User* column.
3. Once all the recipient's names have been selected, click *To->* on the right side of the screen. When you are finished populating the *To->* field, click *OK***.** The recipient's name appears within the *To:* field.
4. Complete the subject line, and then type your message in the text box. Blank subjects are not allowed.
5. Click *Send* when you are ready to send the message.

To attach a Course Mail file:

1. From the Course Mail > Compose Message window, click the *Attach files* link. The *Attach files* window displays.
2. From the *Add Attachments* window, click the *Select* button to browse for the file you wish to attach.
3. Once you locate the file you wish to attach, click *Open*.
4. Click the *Add* button to select more files to attach.
5. Once you have located all the files you wish to attach, click *Upload*.
6. The attachment will appear under the *Attachments* heading.
7. Click *Send*. The mail is sent and a copy is placed in the *Sent* folder.

Reply to Course Mail Messages

1. From the *Mail Folders* table, click the folder that contains the message to which you would like to reply. The *Mail Messages* screen appears.
2. Click the appropriate message. The message window opens.
3. Click *Reply*. The *Course Mail > Compose Message* window appears, with the *To* and *Subject* lines completed. Although you cannot change the *To* line, you can change the *Subject* line.
4. Type your message in the text entry box.
5. Click *Send*. The course mail is sent and a copy is placed in the *Sent* folder.

Forward Messages to another Course Mail user

1. From the *Mail Folders* table, click the folder that contains the course mail that you would like to forward. The *Mail Messages* screen appears.
2. Click the message that you would like to forward. The message appears.
3. Click *Forward*. The *Course Mail > Compose Message* window appears.
4. Complete the Send to text box by clicking *To:* to view the list of possible recipients.
5. To select a recipient, click your mouse to select his or her name under the *User* and *Type* column.
6. On the right side of the screen, click *To->* to populate this field with the recipient's name.
7. Click *OK* and type your message in the text entry box.
8. Click *Send*. The course mail is sent and a copy is placed in the *Sent Mail* folder.

Read a Discussion Forum Message

1. Discussion Forums can be accessed by navigating to the *Communicate tab* or the *Course Materials tab* in your course.
2. Click the topic containing the messages you want to read. Depending on the settings that the instructor chooses, discussion topics can be set to allow peer ratings, edit existing postings, scored or unscored, and users can be either identified by name or anonymous.
3. Click the hyperlinked subject of the message that you would like to read. The message opens in a new browser window. Viewing messages in the *Nested* view displays all the messages in the thread, or click the *right arrow* at the top to move to the next message.

Reply to Discussion Forum Messages

1. Open the message to which you want to respond. Click *Reply*. The *Replying to Message:* screen appears.
2. Enter your message in the designated text entry box. The *Post title:* field is automatically populated and will appear with a series of *RE:* appearing at the beginning of the subject line. The populated subject line can be modified by typing a new title in the *Post title:* field. Blank subjects or messages are not allowed.
3. Click *Save*. Your message is posted to the discussion topic.

Compose a Discussion Forum Message

1. Within the Discussion Forums area, click *New Post*. The *New Post* screen appears.
2. Type the subject in the *Post title:* text entry field.
3. Type your message in the designated text entry box.
4. Click *Save*. Your message is posted to the discussion topic.

Attaching Files to a Discussion Fourm Message

1. If you want to attach a file, click the *(Add a file*) link next to the Attachments subheading.
2. From the *Add Attachments* window, click *Select* to locate the file on your computer that you wish to attach.
3. Once you locate the file, click *Open* to populate the Select field with the path and file name of the file you want to attach. If you want to attach more files, click the *Add* button.
4. Click *Upload*. A link to the file you just attached will appear below the *Attachments* subheading with an option to remove the file.
5. Click *Save* to post your message.

View Assignments

1. Click the *Course Materials* tab and navigate to an assignment within one of the modules or you can navigate to the assignment from the *Course Guide*.
2. Navigate to the appropriate *Assignment drop box* and click its title.
3. Click the assignment title. The *Assignments* screen displays.
4. Read the assignment instructions. If your instructor has attached any files, it is extremely important to read any attachments as instructors will often include additional instructions or examples.

Submitting Assignments (Drop Box)

1. **Copying and pasting text** into the *Message* textbox. Click *HTML Editor* below the Message textbox to format your message.
2. **Upload an Attachment**
    1. From the open assignment, click *Attachments*. The *Attachments* window displays.
    2. Click *Browse* to locate the file you want to upload.
    3. Click *Open*. The *Attachments* window displays.
    4. Click *Upload File*. The file displays in the *Uploaded Files* section of the Attachments window. Repeat this process to upload additional files. You can also use the *Drag-n-Drop files* option to drag and drop files into the Attachments window.
    5. Click *Finished*. The *Dropbox page* displays.
    6. Enter a title and message for your submission.
    7. Click *Submit*.
    8. A confirmation message displays. Click *OK*.

To View Grades in the Assignment Drop Box Tool

1. From the Course Materials tab, navigate to the assignment. If the instructor has graded your assignment, the grade appears at the bottom of assignment page within the graded submission table. The instructor can also include comments.

To Download a Graded File

1. From the Grades Submission table, click the assignment title link for the file you want to download. The *File Download* screen displays. Click *Save*.
2. Navigate to the folder where you would like to save the file and click *Save*.
3. To return to the *Assignments* screen, click *Cancel*.

To Display Quizzes, Tests or Surveys

1. From the Course Materials tab, navigate to the assessment you want to take. Click the Assessment title link. An instruction page appears and displays important information about the assessment.

To Take a Quiz, Test or Survey

1. Before beginning the assessment, please read the instructions and note the duration, attempts allowed, and possible grade.
2. When you have completed these tasks, click *Begin Now*.
3. Questions will display in one of three ways:
   a. **All at Once**: Questions are displayed on a single page. Once you are finished selecting your answers, two options appear at the bottom - *Submit* or *Save and Continue Later*. If you click Save and Continue Later, a pop-up window displays alerting you that the answers will be saved, but the assessment is not submitted. At this point, you have the option to click *OK* to finish the assessment later or *Cancel* to continue taking the assessment.
   b. **Question Set at a Time**: With this option, questions are displayed one question set at a time. You must click the *Continue* button to view the next set of questions associated with the assessment.
   c. **Question at a time**: With this option, questions are displayed one question at a time. You must click the *Continue* button to view the next question.

To View Quiz or Test Results

Depending on the quiz or test settings that the instructor has set, quiz or test results may be available as soon as you submit the quiz or test. Navigate to the assessment in the Course Materials tab and click on its title. From the Assessments page on the right side of the screen, the results of your submission will include the Submission date/time, Average, Points Possible, and the Grade.

1. To review the quiz results, click the *Review* link which displays the date and time of your submission. The quiz results page displays.
2. The quiz results page displays Points Awarded, Points Missed, Percentage, Quiz Questions, Points Earned, and your answer selections. If the instructor included any feedback, the comments will display above the Points Earned table.

Viewing Cumulative and Discussion Grades

Grades can be viewed from the *Course tab* and from the *Reports tab*. You can see Angel quiz results, assignment grades, as well as grades for assignments that were submitted offline if your instructor adds offline assignments to the gradebook.

View Grades from the Course Tab

To view your grades from the *Course tab*, locate the *Grades* channel. Grades displays a summary of your grades in a graphical format.

View Grades from the Reports tab

From the *Reports tab*, you can track your progress in the course and your grades.

1. To view your cumulative grades from the *Reports tab*, select *Grades* from the Category dropdown menu.
2. To run the Student Grades report, click the *Next Report* (double right arrows) next to Student Grades dropdown menu or click the *Run* button at the bottom right hand corner of the screen.
3. Upon clicking either the *Next Report* arrows or the *Run* button, the report displays the Assignment title, Assignment Categories, Grades, Instructor comments, and the Category average.
4. You can save the report by clicking the *Save* button. Saved reports can be viewed by selecting the *Saved Reports* tab.

View Discussion Grades

In many cases, your instructor may grade you based on your participation or contribution to discussions that may be occurring in the discussion board. In this case, the only way to review your grade and comments to any discussion activities would be to use the grade reports feature described above. You would follow the same steps as mentioned above to retrieve a grade report.